

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

3 DEC 1974

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : SRD Work Measurement Data

1. Attached is a copy of the SRD work measurement statistical report for FY 1975 covering the period through 30 November 1974.

2. A comparison of this years statistics with those of November 1973, reveals noticeable differences in Indices, Filing, Computer Support, Compartmented Information and Microfiche activities. The decreases in Indices, Computer Support and Compartmented Information activities are not a real drop in activities at all but a return to normal case loads following heavy key punching and purging in November 1973. The decrease in Microfiche activities results from reducing the number of man-years assigned to this activity and special activity mentioned below.

3. The number of units produced in Filing activities is considerably lower than a year ago and is attributable, for the most part, to the elimination in October 1974 of the back-log of security documents to be filed.

4. During the month the Microfiche and Retirement Branch (M&RB), in addition to performing regular duties, completed photographing the Office of Security's Vital Records material. This activity was commenced in August 1974 and consisted of eight separate projects totalling 289,952 photographic images. Sixty-three 100 foot reels of 16 mm film were expended on the project. Following processing of the film and placing in cassettes, personnel of the M&RB proofed and appropriately labelled each of the 63 cassettes for deposit in the OS Vital Records at the Records Center.

5. A briefing was conducted on 4 November 1974 for a group of representatives from the Department of the Army, Office of the Assistant Chief of Staff for Intelligence, U.S. Army Intelligence Agency, on records creation, indexing, records maintenance and accession and retrieval of information from security files.

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6. On 7 November 1974, SRD participated in briefing representatives from the Department of State on Office of Security ADP applications. Access of the [REDACTED], SANCA and SPECLE systems through Delta Data terminals was demonstrated and [REDACTED] reports reviewed in detail. STATINT  
STATINT

7. On 27 November 1974, the head of the Crime Records Directorate at Fort Holabird, Maryland, and two of his associates were briefed on the functions of SRD and viewed SRD operations.

[REDACTED]

STATINTL

Chief,  
Security Records Division

Attachment

cc: C/PPG

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SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

SRD Work Measurement Data

FROM:

Chief, SRD

STATINTL

EXTENSION

NO.

7338

DATE

3 December 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Chief, PPG

3 Dec 74

AB

Monthly report time again?

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